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28 May 1947

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR OPERATIONS
ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS
ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION
CHIEF, INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF

SUBJECT: Handling Investigations on a Priority Basis

1. At a recent meeting of the Administrative Officers held by the Executive for Personnel and Administration, it was proposed that arrangements be made with the FBI to handle a small number of investigations on a priority basis.

2. In accordance with this proposal, the Chief, Security Division, has contacted the FBI, and it has been agreed that not more than two cases per week can be handled on a priority basis, although it is understood that handling such cases in this manner will delay to a slight extent the investigations of other personnel. The Administrative Officers proposed and agreed that the procedure for handling such cases should be as follows:

(a) That memorandums of justification should be prepared and submitted to the Executive for Personnel and Administration on Monday of each week.

(b) That all requests for priority handling of investigations will be signed by the Assistant Directors concerned or their deputies.

(c) That on Tuesday of each week, the Administrative Officers, at their regular meeting with the Executive for Personnel and Administration, will be advised of those cases which have been approved or disapproved.

(d) That the concurrence of the Executive Director or Assistant Executive Director will be obtained for all cases to be approved or disapproved.

(e) That upon approval of such cases, the memorandums of justification will be forwarded to the Chief, Security Division, for action.

3. It should be understood that the handling of such cases on a priority basis will not necessarily mean that the investigations will be completed in a very short time, but they will be

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completed in a shorter time than would be the case if priority request was not made to the FBI.

4. The cooperation of the Assistant Directors is requested in keeping the number of cases to be handled on this basis to an absolute minimum in order to avoid difficulties which ordinarily arise in arrangements of this kind.

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Deputy Executive for Personnel
and Administration

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cc: Deputy Director
Exec. Director
Chief, Security Division

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Central Records (2)
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